STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
INVOICE FOR TUITION

See the *Policies and Procedures Manual for Training Providers*, Billing Computation, Section 7.

1. Course Title: 2. Certification Number:

3. Date Completed: 4. Location:

5. Approved Min/Max Class Size: /   6. Maximum Approved Tuition: $
                                               (as certified)

7. Actual Allowable Course Costs: $

8. Actual Allowable Room Rental/Course Travel Costs: $

9. Actual Total Budget Costs: **TOTAL** $

10. Total number of participants charged for this course is:

11. Tuition per person (#9 divided by minimum class size): $ *

12. Number of participants from department:

13. Total tuition cost for department: $

Please remit the payment listed in Item 13 to the address indicated below

                                      _____
                                            Authorized Signature

                                      _____
                                          Training Provider's Name

                                               Address

                             City   State   Zip

                                           (   )
                                       Telephone Number

*If class size <u>exceeds</u> the approved maximum class size (#5), the billable tuition per trainee (#11) is computed by the following formula:

<div align="center">

Tuition Per Person (#11)
X
Approved Maximum Class Size (#5)
÷
Number of Participants Charged (#10)
=
Billable Tuition Per Trainee

</div>